

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Portsmouth

IN-HOUSE VACANCY ANNOUNCEMENT

11/17/03

Does not confer to Civil Service Status

POSITION: **Custodial Worker**

ANNOUNCEMENT # **SY 45-03**

NA-3566-02

Salary: \$6.79 - \$7.07 per hour

LOCATION: CBH/VQ, NNSY

CLOSING DATE: Open Until Filled

Portsmouth, VA 23709

AREA OF CONSIDERATION: CBH/VQ employees only

(7) Position(s), Regular Fulltime

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: On a daily basis dusts, waxes/polishes furniture; empties ashtrays and wastebaskets; and makes beds. Cleans, sanitizes, and/or deodorizes bathrooms (sinks, showers, floors, toilets, etc.), ensuring that lavatories are properly restocked with all appropriate amenities. Sweeps, dry mops, washes and polishes floors using brooms, mops, and commercial vacuum cleaners. Washes kitchen utensils and restocks beverages if VIP suites. Changes linen on a weekly basis, unless guest checks out. Upon checkout, replaces all bed linens, trash liners, towels and amenities, defrosts refrigerator, waxes/polishes furniture, vacuums, mops, sills and mirrors, and ensures room is ready for occupancy.

On a daily basis, counts, and sorts linen removed from individual rooms, along with clean linen issued during assigned shift. Prepares linen in/out report daily and turns in to supervisor, ensuring any linen missing from rooms is reported. On a daily basis, completes room status report providing status of all assigned rooms (vacant and ready, check-out, occupied, etc.) and turns in report at the end of each day. Informs supervisor immediately of any missing items in the room or any valuables left out in the open by guests. Properly bags and tags all non-valuable "lost and found" items with the room number the items were found in and gives to supervisor. Reports all equipment malfunctions, damages, room discrepancies, customer complaints or maintenance issues immediately to supervisor. Consistently monitors assigned areas for problems: unreported vacancies, unusual activity, illegal substances in rooms, and inappropriate cooking equipment in rooms. Reports all improper activity to supervisor immediately. Performs other related duties as assigned.

QUALIFICATIONS: Must be able to perform moderately strenuous physical labor, including standing, bending, walking, pushing a cart with linen supplies. Some areas require climbing stairs and going in- and out- doors. Must be able to lift up to 45 pounds unassisted, and climb/descend stairs. This position is subject to an irregular tour of duty, which may include weekends and holidays. A general knowledge of cleaning procedures, cleaning equipment, commonly used cleaning chemicals, and basic safety practices are required. Customer service skills. Ability to understand and carry out basic verbal instructions.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Personnel Office, Building 1559-A, Scott Center Annex, Norfolk Naval Shipyard, Portsmouth, VA 23709.

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- **VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors".

Web Site: www.nsa-norva.navy.mil

JOBS LINE: 440-JOBS (5627)